

# Annex A

<b>Ministry</b>	Ministry for Public Works and Planning
<b>Job Title</b>	Post of Quantity Surveyor



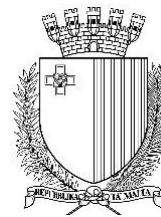
MINISTRY FOR PUBLIC WORKS AND PLANNING  
BLOCK A, FRANCESCO BUONAMICI STREET,  
FLORIANA, MALTA

## Duties and Responsibilities

- i Assists in the drawing up of budgetary estimates, prepares e-tendering documents including conditions of contract and bills of quantities of works, supply and services as required;
- ii Assists in evaluating tenders and drafting technical reports;
- iii Measures on site of executed projects and operates works measurement software;
- iv Prepares monthly evaluations for payments;
- v Assists in analysing prices for agreements with contractors;
- vi Provides support in the settlement of final accounts;
- vii Checks, evaluates and assists in reporting on extra-contractual claims submitted by contractors;
- viii Attends, on request, discussions with local and foreign firms;
- ix Provides support in preparing briefs for legal counsel and gives evidence, as required, in Courts of Law in cases of litigation;
- x Manages and supervises the work of Quantity Surveyor Assistants assigned under his/her direct responsibility.
- xi Ensures the availability, accessibility and use of Health and Safety equipment and apparel by all employees and ensures that the laws and regulations in this regard are being strictly adhered to by all employees under his/her charge;
- xii Identifies, where possible, areas of improvement as regards cost management;
- xiii Undertakes any other tasks which the superior may delegate to him/her, as may be required; and
- xiv Undertakes any other duties as directed by the Principal Permanent Secretary.

# Anness A

<b>Ministeru</b>	Ministeru għax-Xogħlijiet Pubbliċi u l-Ippjanar
<b>L-impjeg</b>	Post ta' Quantity Surveyor



MINISTERU GHAX-XOGHLIJET PUBBLICI U L-IPPJANAR

BLOKK A, TRIQ FRANCESCO BUONAMICI,  
IL-FURJANA, MALTA

## Dmirijiet u responsabbiltajiet

- i J/Tassisti fil-ġbir ta' stimi dwar il-budget, j/tipprepara dokumenti għal e-tendering inkluż kundizzjonijiet ta' kuntratti u stimi tal-materjal, tax-xogħol u tas-servizzi kif meħtieġ;
- ii J/Tassisti fl-evalwazzjoni ta' tenders u l-abbozzar ta' rapporti tekniċi;
- iii J/Tagħmel kejl fuq il-post ta' proġetti mwettqa u j/thaddem software għall-kejl ta' xogħlijiet;
- iv J/Tipprepara evalwazzjonijiet ta' kull xahar għall-pagamenti;
- v J/Tassisti fl-analiżi ta' prezzijiet għal ftehim mal-kuntratturi;
- vi J/Tipprovdi għajjnuna biex jintlaħaq ftehim dwar l-iffinalizzar ta' kontijiet;
- vii J/Tiċċekkja, j/tevalwa u j/tassisti fit-tnejn ta' rapporti dwar talbiet magħmula mill-kuntratturi fuq xogħol mhux inkluż fil-kuntratt;
- viii J/tattendi f' diskussjonijiet meta meħtieġ ma' kumpaniji lokali kif ukoll barranin;
- ix J/Tipprovdi għajjnuna fit-tnejn ta' sommarji tal-fatti meħtieġa mill-avukati u j/tagħti xhieda kif meħtieġ fil-Qorti f'każijiet fejn ikun hemm litigazzjoni;
- x J/Immanigġja u j/tissorvelja x-xogħol ta' Quantity Surveyor Assistants li jaqgħu taħt ir-responsabbiltà diretta tiegħu/tagħha;
- xi J/Tassigura li t-tagħmir ta' saħħa u sigurtà fuq il-post tax-xogħol ikun provdut, aċċessibbli u li jintuza mill-impjegati kollha u j/tiżgura li r-regolamenti u l-ligijiet tas-Saħħa u Sigurtà jkunu mħarsa mill-haddiema kollha taħt ir-responsabbiltà tiegħu/tagħha;
- xii J/Tidentifika, fejn hu possibli, setturi fejn jista' jiġi mtejjeb il-cost management;
- xiii I/Twettaq kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ; u
- xiv I/Twettaq kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.